

## CM/ECF LOG-IN PROCEDURE

This procedure explains how to access the CM/ECF system.

1 You can reach the CM/ECF login site by using this address: <http://ecf.hib.uscourts.gov>

It would be a good idea to create a desktop icon on your computer with a link to this web site.

You can also access the login site through the court's web page: [www.hib.uscourts.gov](http://www.hib.uscourts.gov)

The **ECF/PACER LOG IN SCREEN** displays (See Figure below)

**ECF/PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

Login Clear

2. Click in the **Login** field and type in your ECF login.

Enter your password in the **Password** field.

Client Code: You may enter a code which you have created for a specific client which will be displayed on your PACER bill and allow you to attribute charges to specific cases.

Click on the **Login** button to continue.

3. The **ECF MAIN MENU** screen displays. (See Figure next page)



At the top of the page you will see a blue menu bar with a row of names that are linked to various functions in CM/ECF. These are hyperlinks to various functions of CM/ECF.

For filing a new bankruptcy case or filing a pleading or other document in a bankruptcy case, you would click on **Bankruptcy**.

For filing an adversary proceeding or for filing a pleading or other document in an adversary proceeding you would click on **Adversary**.

4. When you are finished working in CM/ECF, you should log out of the database.

- C Click on the **Logout** link on the right side of the Main Menu blue bar.
- C Close the browser window if you no longer need to use it.

**NOTE!:** Closing your browser window without clicking on **Logout** closes the browser window, but does not log you out of CM/ECF. You should log out when you are not using the application for significant lengths of time, e.g., lunch breaks, meetings, end of day, etc. When you log out properly, you free up resources for other users who are working.